

APPENDIX II
INSTRUCTIONS FOR COMPLETING
WATER WELL REGISTRATION LONG FORM (DOTD-GW-1)

INSTRUCTIONS FOR COMPLETING WATER WELL

REGISTRATION LONG FORM (DOTD-GW-1)

The Water Well Registration Long Form (DOTD-GW-1) consists of a set of three (3) copies. The first copy (marked DOTD copy) is to be mailed by the water well contractor within thirty (30) calendar days after the well has been completed to:

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
Attn: Chief - Water Resources Section
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245

The second copy of the form is to be retained by the water-well contractor for his files, and the third copy is to be given to the well owner immediately upon completion of the work.

Although most of the information needed to complete the form is available to the water well contractor, the following explanation will provide clarification of intent and uniformity of reporting:

ITEM 1. OWNER: List the name of the legal owner of the property on which the well is located or the person or company holding a long-term lease on the property. If the owner or lessee is an individual, list first and last names and middle initial of individual. List area code and telephone number of owner in the spaces provided.

ADDRESS: The address should be that of the owner. If the well is owned by an industry, the local address of the firm is preferred in order that additional data on the well may be easily obtained by the state or a regional water district or commission.

OWNER'S WELL NUMBER: Many cities, institutions, industrial plants, and large farms have their own system of designating or identifying wells by number and/or name. This information is useful when locating the well and should be entered on the form.

ITEM 2. LOCATION OF WELL: List the parish where the well is located, including the nearest town, city, etc., and give directions to the well site. The location of the well should be described in detail and as accurately as possible so that the well can be easily located by the Department's field inspector. Please draw a sketch on the back side of the original form, showing location of well with reference to roads, railroads, buildings, etc. Use an (X) to indicate location of the well. Show location of nearest existing well(s), if any nearby, by marking (O's), and approximate distance between wells.

ITEM 3. WELL INFORMATION: Required data are available from water well contractor's and/or engineer's report.

ITEM 4. CASING AND SCREEN INFORMATION: Required data are available from water well contractor's and/or engineer's report. By type of screen indicate whether it is "bar lug" rib type, slotted pipe, etc. State whether casing is plastic or metal. Indicate the depth to which the annular space was cemented and state method of cementing.

ITEM 5. WATER LEVEL AND YIELD INFORMATION: Most of the information entered in this item can usually be obtained from the water well contractor's or engineer's report. Except for "static water level," the terms need no explanation. Static water level is "the non-pumping water level in a well that has not been in operation for a period of time and is usually expressed in feet above or below a specified datum, such as land surface". The owner should be able to provide information on proposed use and pumping rate.

ITEM 6. USE OF WELL: The principal purpose for which water from the well is used should be indicated by checking the appropriate box on the form. If water is used for more than one purpose, only the principal or primary use should be shown. If the planned use of water is unknown or does not fit one of the specified uses, this should be noted in the space marked "OTHER". Following are explanations of the terms used on the well registration form to indicate the principal use of water from a well:

IRRIGATION/AGRICULTURAL - Refers to the use of water to irrigate cultivated plants, to water stock, for crawfish and catfish farming, and for similar agricultural activities. Most irrigation wells supply water for farm crops, but this category also includes wells that are used for watering parks, golf courses, and cemeteries. Occasionally a home owner in an urban area has a well used solely for watering a lawn. This well also should be in the agricultural and irrigation category.

INDUSTRIAL - Includes plants that manufacture, process or fabricate a product. The water may or may not be incorporated into the product being manufactured. Industrial water may be used to cool machinery, to provide sanitary facilities for employees, to air condition the plant, and water grounds at the plant. Water used for mining or to process ore such as gravel pits is included in the industrial category. Planning and water-use needs can be implemented by dividing this category into the following STANDARD INDUSTRIAL CATEGORIES that predominate in Louisiana. Please refer to bottom of the water well registration form and indicate the principal category of industrial use. The categories are defined as follows:

Food and Kindred Products. This group includes establishments manufacturing foods and beverages for human consumption and certain related products, such as manufactured ice, vegetable oils, animal fats and oils, and prepared feeds for animals and fowl.

Textile Mill Products. This major group includes establishments engaged in performing any of the following operations: (1) preparation of fiber and subsequent manufacturing of yarn, thread, braids, twine and cordage; (2) manufacturing broad woven fabric, narrow woven fabric, knit fabric, and carpets and rugs from yarn; (3) dyeing and finishing fiber, yarn, fabric, and knit apparel; (4) coating, waterproofing, or otherwise treating fabric; (5) the integrated manufacture of knit apparel or other finished articles from yarn; and (6) the manufacture of felt goods, lace goods, bonded-fiber fabrics, and miscellaneous textiles.

Lumber and Wood Products (except furniture). This major group includes sawmills, lath mills, shingle mills, cooperage stock mills, planing mills, and plywood and veneer mills engaged in producing lumber and wood basic materials; and establishments engaged in manufacturing finished articles made entirely or mainly of wood or wood substitutes.

Paper and Allied Products. This major group includes the manufacture of pulp from wood and other cellulose fibers and rags; the manufacture of paper and paperboard; and the manufacture of paper and paperboard into converted products such as paper coated paper bags, paper boxes and envelopes.

Chemicals and Allied Products. This major group includes establishments manufacturing products by predominantly chemical processes. Establishments classified in this major group manufacture three general classes of products: (1) basic chemicals such as acids, alkalies, salt, and organic chemicals; (2) chemical products to be used in further manufacture such as synthetic fibers, plastic materials, dry colors, and pigments; (3) finished chemical products to be used for ultimate consumption such as drugs, cosmetics and soaps; or to be used as materials or supplies in other industries such as paints, fertilizers, explosives. The mining of natural rock salt is classified in mining industries. Establishments primarily engaged in manufacturing nonferrous metals and high percentage ferroalloys are classified in the Primary Metals category and baking powder; other leavening compounds and starches in the Food and Kindred Products category. Establishments primarily engaged in packaging, repackaging, and bottling of purchased chemical products are classified in traded industries of the standard industrial categories. Plastic materials and synthetic rubber are included in this category.

Petroleum Refining and Related Industries. This major group includes establishments engaged in petroleum refining, manufacturing paving and roofing materials, and compounding lubricating oils and greases from purchased materials. Establishments manufacturing and distributing gas to consumers are classified in public utilities industries, and those primarily engaged in producing coke and by-products in primary metals category.

Primary Metal Industries. This major group includes establishments engaged in the smelting and refining of ferrous and nonferrous metals; in the manufacture of castings, forgings, and other basic products of ferrous and nonferrous metals, and in the manufacture of nails, spikes, and insulated wire and cable. This major group also includes the production of coke.

Other. Please name the principal industrial output from the industry if not listed in the industrial categories on the form.

PUBLIC SUPPLY - Refers to a well which provides water for drinking, cooking, or washing use by the public or transients, or by persons other than the immediate family of the owner of the supply. A public supply water well may either be a community water well or a non-community water well, as follows:

Community Public Supply Water Well. A public supply well which serves at least fifteen service connections used by year-round residents or regularly serves at least twenty-five year-round residents. A community public supply well may be owned by a municipality or community, a water district, a corporation, a private individual or by a local, state or federal governmental agency.

Non-Community Public Supply Well. A public supply water well which serves either fewer than fifteen service connections or fewer than twenty-five year-round residents or no year-round residents. Examples of the former case are small public water supplies for mobile home parks, subdivisions, etc. which fall below the 15 connections/25 persons criteria for community water supplies. The latter case includes public water supplies which serve no year-round residents,

such as bars and lounges, motels, camps, office buildings, restaurants, rest stops, service stations, recreational facilities, schools, commercial establishments, etc.

Because public supply use includes many categories of use, requirements for planning and water-use surveys require a further break-down of this use; thus, public supply use is divided into the following categories: (A list is provided at the bottom of the registration form so that the user may check the appropriate category of public supply use.)

Municipal - This category includes all wells used to supply the drinking, sanitation, and other needs of an urban area, e.g., Lake Charles, Ruston, etc. The well is generally owned by a utility company, a municipality or private individual.

Rural - The wells are used for the drinking sanitation, and other needs of a rural area. Such systems generally are operated by a local water district or by private individuals.

Commercial - Wells that are used principally to supply a motel, hotel, restaurant, office complex, swimming pool, ice rink or other recreational facility; drive-in, trailer park or public summer camp. Where water is used commercially in the making of bottled drinks, the wells are in this category.

Therapeutic - Water that is used primarily for bathing and/or drinking and is purported to have therapeutic value is in this category. Water that is bottled and sold falls into this category, mainly because of its claimed therapeutic value.

Institutional/Government - Refers to wells used specifically in the maintenance and operation of an institution such as large schools, churches, universities, hospitals, rest homes, penal institutions, and other governmental installations.

Other - A well that is used for a purpose that does not fit into the above categories. Give details.

POWER GENERATION - Refers to a well used to supply water for generation of any type of power.

DEWATERING WELL - This is a water well installed to de-water an aquifer or lower a water table in order to allow construction or mining activities.

OBSERVATION - Refers to a well used by the owner, by governmental agencies, or by an appropriate engineering or research organization to obtain information on the water resources of an area.

TEST HOLE - An exploratory borehole drilled to obtain geologic, hydrologic and water quality data.

OTHER - A well that is used for a purpose that does not fit into either the above categories or those listed on the short form (DOTD-GW-1S).

ITEM 7 AVAILABLE INFORMATION: Please check the appropriate boxes to indicate whether the specified logs or data were collected; if so, attach copies to the registration form for transmittal to the Department.

ITEM 8 ABANDONMENT INFORMATION: If the well is new, specify whether or not it replaces an existing well. The water well contractor is responsible for informing the owner of the well of state regulations requiring plugging of abandoned wells. Check appropriate box, as this item is intended to serve as a reminder.

ITEM 9 REMARKS: This space can be used for presenting any other pertinent information, such as name of consulting engineer, screen openings, pump information, name of sub-contractor, etc.

ITEM 10. DRILLER'S LOG: Give a description of the materials encountered and depth. If space on front of the form is insufficient, continue driller's log on reverse side of original form or attach a copy of the driller's log to the original form to be transmitted to the Department.

After completing all items, list the name of the water well contracting company and the license number on the spaces provided in the upper right-hand corner of the form. Sign and date the form and mail the original to the Department at the address listed on the form within thirty (30) calendar days

after the well has been completed. The owner's copy shall be given to the owner immediately upon completion of the work. The contractor's copy shall be retained by the contractor for his files.

If there are any questions, please call or write to:

Louisiana Department of Transportation and Development
Attn: Chief, Water Resources Section
P.O. Box 94245
Baton Rouge, Louisiana 70804-9245
Telephone (504) 379-1434

LOUISIANA DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
WATER RESOURCES SECTION
WATER-WELL REGISTRATION LONG FORM (DOTD-GN-1)

PLEASE PRINT IN INK OR TYPE WHEN COMPLETING THIS FORM

1. Well Owner: _____ Phone () _____

Address: _____

Owner's Well Number or Name (If Any) _____

2. LOCATION OF WELL: Parish: _____ Well is Near, _____ (Town, City)

Approximately _____ miles from _____ (Crossroads, Railroad, Any Landmark, etc.)

(Please draw sketch on back of Original Form)

3. WELL INFORMATION: Ground Elevation _____ ft. M.S.L., Depth of Hole: _____ ft.

Diameter of Hole _____ in. Depth of Completed Well: _____ ft.

Is well gravel-packed? ☐ YES ☐ NO

Date Completed: _____

4. CASING AND SCREEN INFORMATION:

CASING: TYPE _____

SCREEN: TYPE _____

_____ in. from _____ ft. to _____ ft. _____ in. from _____ ft. to _____ ft.

_____ in. from _____ ft. to _____ ft. _____ in. from _____ ft. to _____ ft.

_____ in. from _____ ft. to _____ ft. _____ in. from _____ ft. to _____ ft.

Extension Pipe _____ in. from _____ ft. to _____ ft.

Cemented from _____ ft. to ground surface.

Pumpdown cementing method used: Inside casing ☐ Outside casing ☐

5. WATER LEVEL AND YIELD INFORMATION: On _____ Date _____ the static water level in well was _____

ft. ☐ below ☐ above ground surface. How determined? _____

The well yielded _____ gpm with a draw down of _____

ft. after _____ hours of continuous pumping on (date) _____. Describe how yield was

measured _____. It is planned to pump the well at

a rate _____ gpm for _____ hours per day for _____ days per year. Proposed average daily

pumping rate: _____ gallons. Motor HP _____ Pump setting _____ ft.

6. USE OF WELL (Check Appropriate Box) Community Non-Community

Irrigation/Agricultural ☐ Industrial ☐ Public Supply ☐ Public Supply ☐ Power Generation ☐

Dewatering ☐ Observation ☐ Test Hole ☐ OTHER ☐ (Please Specify) _____

(If Industrial or public supply is checked please see bottom of this form)

7. AVAILABLE INFORMATION (Check Appropriate Boxes) YES NO

Is an electrical log or other borehole geophysical log available? ☐ YES ☐ NO (If yes, please attach a copy of log)

Is a mechanical analysis of the drill cuttings available? ☐ YES ☐ NO (If yes, please attach a copy)

Is a chemical analysis of water available? ☐ YES ☐ NO (If yes, please attach a copy)

Is a bacteriological analysis available? ☐ YES ☐ NO (If yes, please attach a copy)

Are aquifer test results available? ☐ YES ☐ NO (If yes, please attach a copy)

8. ABANDONMENT INFORMATION: (Check Appropriate Boxes)

If well is new does it replace an existing well? ☐ YES ☐ NO If yes, has owner been informed of state regulations requiring plugging of abandoned wells? ☐ YES ☐ NO

9. REMARKS (Such as engineer, pump information, acreage irrigated, water well subcontractor and license no., etc.) _____

10. DRILLER'S LOG (Description and color of cuttings, such as, shale, sand, etc. in feet below ground level)

FROM	TO	DESCRIPTION	FROM	TO	DESCRIPTION	FROM	TO	DESCRIPTION

(If necessary, continue log on back of original form.)

PUBLIC SUPPLY: (If well is for public-supply purpose please check one of the following to indicate principal category of public-supply use.)

☐ Municipal ☐ Therapeutic
☐ Rural ☐ Institutional/Government
☐ Commercial ☐ Other _____ Please Specify _____

INDUSTRIAL: (If well is for industrial purpose please check one of the following to indicate the standard industrial category representing the principal industrial use.)

☐ Food and Kindred Products ☐ Paper and Allied Products
☐ Textile Mill Products ☐ Chemicals and Allied Products
☐ Lumber & Wood Products (Except Furniture) ☐ Petroleum Refining & Related Industries
☐ Other _____ Please Specify _____ ☐ Primary Metal Products

Name of Water Well Contractor _____
License Number WWC- _____

Authorized Signature _____ (Date) _____

MAIL ORIGINAL TO
Department of Transportation and Development
Attn: Chief-Water Resources Section
P.O. BOX 94245
BATON ROUGE, LA. 70804-9245
(504) 379-1434

FOR OFFICE USE ONLY

STATE ☐ 2 ☐ 2 PARISH ☐ 3 ☐ 5 LOCAL WELL NO. ☐ 1 ☐ 1

IDENTIFICATION NUMBER
12 ☐ 0 ☐ 28

OWNER'S NAME
27 ☐ 41

WELL DEPTH ☐ 42 ☐ 43 Ft. Use of Well ☐ 44 ☐ 47 ☐ 48

Date Completed ☐ 49 ☐ 52

OWNER'S NO. ☐ 53 ☐ 56 Geologic Unit ☐ 57 ☐ 64

Proposed Daily Pumping Rate ☐ 66 ☐ 72

AVAILABLE INFORMATION
☐ 73 ☐ 74 ☐ 75 ☐ 76 ☐ 77 ☐ 78

CONTRACTOR'S NAME
☐ 79 ☐ 80

SECTION ☐ 81 ☐ 82 TOWNSHIP ☐ 83 ☐ 84 RANGE ☐ 85 ☐ 86

REVISED COORDINATES
☐ 87 ☐ 88 ☐ 89 ☐ 90

Hole Depth ☐ 91 ☐ 92 Elev. ☐ 93 ☐ 94 Quad. No. ☐ 95 ☐ 96

Inspected By _____

Date _____

Remarks _____